

19 January 1961

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MEMORANDUM FOR: The Record  
 SUBJECT : Distribution of Typing Work-Load in Cable Secretariat

1. On 19 January 1961, a study was made of 975 cables in order to arrive at a rough measure of the typing work load in the Cable Secretariat, with particular emphasis upon determining the percentage of cables put on the Xerox 914. The word counts shown do not include the dissemination lines or the summary comments.

Number of lines of text typed by C/S.....	912
Average line per cable.....	3.5
Number of cables typed by C/S.....	263
Percentage of cables typed by C/S.....	27.0
Number of cables put on the 914 .....	500
Percentage of cables put on the 914 .....	51.3
Number of cables tty'd by C/S.....	54
Percentage of cables tty'd by C/S.....	5.5
Number of lines of text typed by S/C.....	1920
Average lines per cable.....	12.2
Number of cables typed by S/C.....	158
Percentage of cables typed by S/C.....	16.2

2. In summary, half of our cables are put on the 914, slightly more than a fourth are typed by the Cable Secretariat, 6 % are run on the teletype printer, and S/C types 16 %.

25X1A

CC..... CSDO's  
 CA's  
 Typists  
 Statistical Book